



TOBACCO FREE KANSAS
COALITION

TASK TOBACCO-USE PREVENTION

Project for Kansas Youth
September – December 2010

Mini Grant Application Form

Financial support for this program is being provided by the **Kansas Health Foundation**

TASK is the youth-led movement in Kansas to promote tobacco free teens and unite communities to create one strong voice standing against the tobacco industry. Tobacco Free Kansas Coalition announces another opportunity to expand youth-led efforts to increase the numbers of Kansas youth committed to tobacco use prevention by learning how tobacco use affects health and how young people can motivate themselves and their peers to avoid addiction to tobacco products that cause widespread disease and death.

What: Mini Grants of up to \$1,250 will be awarded on a competitive basis to youth group applicants with creative, youth-led media projects and other activities that focus on protecting themselves and their peers from experimenting with and becoming addicted to cigarettes and tobacco products. Youth group grantees will become new TASK Companies.

Who: Youth groups of 12 to 18-year olds from Kansas may apply for grants by 1) submitting an application, 2) including an adult sponsor for their efforts, and 3) designating an organization that can receive, monitor and distribute grant funds expenditures.

When:

- Mail, fax or email your grant application (with signatures) by close of business on September 10th
Note: emailed versions must have scanned signatures on the applications.
- Grant awards will be announced by Sep. 17th
- Grant activities should be implemented between Sep. 20 and November 30, 2010
- Successful applicants will be expected to submit a final report and copies of all media products by Dec. 31, 2010.

Why: Currently 16.9% of Kansas youth say they smoke. Kansas studies show most adult smokers began using cigarettes as teens. This grant award allows Kansas teens to design their own youth-led projects to help at-risk youth avoid addiction to tobacco and to identify and counter the influence tobacco has in their communities. These grants will support an expansion of TASK, a statewide network of teens working to help their peers remain tobacco free.

Special Consideration: One objective of this program is to increase the number of tobacco free schools and unified school districts as a way of helping Kansas youth grow up tobacco free.

Need More Help? Requests for assistance in developing grant proposals should be addressed to:

Erica Anderson, Adult and Youth Community Outreach Coordinator

eanderson@tobaccofreekansas.org

OR

Mary Jayne Hellebust, Executive Director

mjhellebust@tobaccofreekansas.org

Tobacco Free Kansas Coalition
5375 SW 7th Street, Suite 100
Topeka, Kansas 66606
785-272-8396 Fax 785-272-5870

Additional applications are available on the Kansas TASK and Tobacco Free Kansas websites; www.kstask.org, www.tobaccofreekansas.org. You can also become a fan of [Kansas TASK on Facebook](#) and connect with other individuals involved in the state.





Mini Grant Application

Applications must be typed and each section and line item completed.
Incomplete applications will not be considered for funding.

1. **Name of youth group:** _____ **County:** _____

2. **Name of youth contact:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Email address:** _____

Signature: _____

3. **Name of adult
sponsor/Project
Leader:**

_____ **Organization:** _____

Address: _____ **City:** _____ **Zip:** _____

Alternative contact : _____

Phone: _____ **Email address:** _____ **Fax #:** _____

Signature: _____

4. **Fiscal agency** (what organization will be managing the funds for this grant? Example: SADD chapter is awarded the grant, but the check is made out to the school district): _____

Financial officer: _____ **Title:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **Email address:** _____ **Fax #:** _____

Signature: _____

5. Please indicate who should receive grant correspondence: _____

6. How did you hear about this RFP? _____

7. Please attach your schools tobacco free school grounds policy for students, staff and visitors Yes No



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Mini Grant Application Narrative & Outline

Applicants: Please answer the following questions as to how they relate to your grant request. This narrative proposal and outline on the following page should be typed with not more than five pages. Youth should participate in the preparation of this narrative description about their “youth-led” project(s). Note that development of at least three media products (e.g. Facebook, YouTube, Twitter, Text Blasts, Viral Video, Video, PSA, Posters, Bulletin Boards, Drama, Power Point) needs to be a part of the proposal. The activities/events and media products are not limited to any one type of tobacco product (cigarettes, smokeless tobacco, pipes, cigars, etc.) It is up to the youth to decide what tobacco use issues to be addressed in their community.

1. What do you want to accomplish as the result of your project? What is your goal(s)? (2-3 sentences)

2. How will you know that you have met the goal(s) set out for your project? (2-3 sentences)

3. What are the names of the active members for the youth group/coalition? (A core group of five members is required to begin the project.)

Outline of Activities/Events: Please list each activity/event separately (planning and preparation time does not need to be included)

Activity	Description	Who	Target Population	Start and End Dates	Media Products	Evaluation Method (e.g. survey, interview, focus group, narrative summary)
What are the main activities/ events you will be doing?	What will your primary focus for this activity/event be? (e.g. education, recruitment of members, awareness)	Who will be facilitating the activity? List individuals or organizations assisting with the event/activity.	Include location, approximate number of participants and age		This can be the primary activity and/or part of capturing, promoting or recording other activities/events.	

All media products resulting from this project must be submitted to Tobacco Free Kansas Coalition for approval PRIOR to distribution. Once approved, your products may be distributed and or published.

EXAMPLE

Educational presentation to on the importance of tobacco free school grounds polices.	Our primary focus will be to educate students and community people on the health and prevention benefits that occur when tobacco free campus policies are in place.	Three TASK members will due the actual presentation, but all members will help with organizing the facts and putting together the presentation. We will get help from KDHE for the latest statistics and facts.	Community forum at XYZ high school with approximately 50 participants' age range from 12 years old and up	2/15 2/15	Video taping of presentation to be edited and available on TASK facebook page Press release announcing event	We will follow up the presentation by a random selection of 20% of the attendees by asking them to complete a short survey. We will also have a focus group for the TASK members to discuss the event.
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Outline of Activities/Events: Please list each activity/event separately (planning and preparation time does not need to be included)

Activity What are the main activities/ events you will be doing?	Description What will your primary focus for this activity/event be? (e.g. education, recruitment of members, awareness)	Who Who will be facilitating the activity? List individuals or organizations assisting with the event/activity.	Target Population Include location, approximate number of participants and age	Start and End Dates	Media Products This can be the primary activity and/or part of capturing, promoting or recording other activities/events.	Evaluation Method (e.g. survey, interview, focus group, narrative summary)
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Mini Grant Budget Form

Under each category of expenditures, itemize the type and cost of components you plan on using in your project. Provide a brief explanation for the need for the item and how it will be used in your project. Funds may not be used to purchase equipment such as computers, digital or video cameras. Funding up to \$1,250 may be requested, but the grants will be awarded competitively, and awards may be requested or awarded at lesser amounts depending on the scope of the project. Youth groups may ask for lesser amounts and some awards may be for less than \$1,250 depending on the scope of the project.

Category	Total
Educational Items <i>not to exceed 15% of budget</i>	
Promotional Items <i>Possible giveaways or advertising pieces for the youth members</i>	
T-Shirts, bags, hats to identify youth members	
Media <i>Possible cost of supplies for posters, ads, flyers, printing of photos, paying for ads to be run or displayed, etc.</i>	
Travel <i>As needed for training or going to events. (Note: a TASK regional training may require the attendance of at least two of your TASK youth members.)</i>	
Food <i>As part of planning/implementation meetings: not to exceed 20% of the budget</i>	
Stipends <i>Not to exceed 10% of budget, nominal fees for youth participants or for adult sponsor</i>	
Other <i>Explain fully</i>	
Total Budget for Project (up to \$1,250)	



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Past Project Examples**

Although a variety of youth-led activities can be set up for this mini-grant, each project must also include the design and development of at least three media products that can be shared with the community and with other youth groups. These products could be print media (including local newspapers or magazines), radio or electronic public service announcements, including television or Internet video; Power Point presentations, contest materials, blogs, online groups and other social networking systems, etc. Here are some sample ideas for tobacco prevention projects.

All media products resulting from this project must be submitted to Tobacco Free Kansas Coalition for approval PRIOR to distribution. Once approved, your products may be distributed and or published.

- Organize a short film contest with a tobacco free theme.
- Organize a tobacco-free day for a specific event in your community or at a specific place and advertise the effort.
- Develop a resolution with a tobacco-free teen message for presentation to your local city council or commission, your county commission, your school board, a PTA group, or local citizens' group.
- Organize a flash mob—and ensure that you have media coverage. (A flash mob is a large group of people who assemble quickly in a public place, perform an unusual action for a brief time, and then quickly disperse.)
- Put up posters around town and hand out flyers for a tobacco-free day. Have the theme/message of the posters or flyers be related to tobacco education and tobacco free county fairs, rodeos or other community events.
- Organize and hold an art or photography contest with a tobacco free theme.
- Organize a parent/teen meeting in the community to discuss spit tobacco use or smoking by young people and the ways that youth are fighting back. Get the newspaper to report on the meeting. Invite local residents and policy makers to come to the meeting.
- Develop a tobacco free script for a radio public service announcement and work with local radio stations to have it aired.
- Develop newspaper ads with a tobacco-free message for either the local paper or your school paper.
- Prepare an educational presentation on the youth tobacco prevention project for community forums, town hall meetings, school assemblies, PTO organizations, local youth groups, and church assemblies.
- Arrange panel discussions or dramatic presentations to air on school news channels or at a school-wide event. (e.g. Kick Butts Day, Great American Smokeout, anniversary of local smoke free ordinances/school policies)
- Work with local health department and prevention agencies to set up tobacco-free informational events/activities associated with community health or tobacco-free days
- Design and distribute palm cards with tobacco-free topics or tobacco marketing strategies and provide media coverage.
- Develop video/photo materials for placing on Facebook, MySpace, YouTube, or other social networking systems, including Flickr, blogs, AIM icons, widgets and other logos.



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General Information

Mail, fax, or email signed proposal TO:

Tobacco Free Kansas Coalition
5375 SW 7th Street, Ste. 100
Topeka, KS 66606
eanderson@tobaccofreekansas.org
Fax 785-272-5870

Application Proposal Due Date	Sep. 10, '10
Grant Announced/Awarded	Sep. 17, '10
Activities should take place sometime between September 20 and November 30, 2010.	
End of Project Date	Nov. 30, '10
Project Reports Due Date <i>including copies of media products</i>	De. 31, '10

COMPLETED PROPOSALS MUST INCLUDE:

- Applicant Information Sheet, complete with **three** signatures (if you chose email the application, please note it will still need to have signatures on the application.)
- Application Narrative & Activities Outline
- Budget – Using attached form
- Submit a copy of your school's smoke-free or *tobacco free school grounds* policy with this application

Other Grant Requirements:

As part of the grant application and funding process all applicants agree:

- 1) To avoid any real, potential or perceived conflict of interest between the applicant and any tobacco-related entities. Applicant affirms that there is no current contractual or other employment relationship or funded relationship with tobacco manufacturers, distributors, or other tobacco-related entities, and for the duration of this grant agreement period no such relationship will be established.
- 2) That funds provided through this contract will not be used for any political activities or lobbying, including but not limited to, support or opposition to candidates, ballot initiatives, voter registration drives, attempting to influence legislation, referenda and/or similar activities.
- 3) That they will provide no services or activities in fulfillment of grant activities that involve any personal attack on, or vilification of any person (by name of business affiliation), company, or collectively.
- 4) **All media products resulting from this project must be submitted to Tobacco Free Kansas Coalition for approval PRIOR to distribution. Once approved, your products may be distributed and or published.**

The program is presented by Tobacco Free Kansas Coalition and TASK, the youth movement in Kansas against tobacco use. Financial support for this program is being provided by the Kansas Health Foundation.

The Kansas Health Foundation is a philanthropy dedicated to improving the health of all Kansans. For more information about the Kansas Health Foundation, visit www.kansashealth.org.